

Arizona Board of Occupational Therapy Examiners

4205 N. 7th Avenue, Suite 305
Phoenix, AZ 85013
(602)589-8352

INITIAL APPLICATION INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS

ALL DOCUMENTS **MUST** BE RECEIVED 5 STATE BUSINESS DAYS PRIOR TO A BOARD MEETING. THIS INCLUDES THE REPORT RESULTING FROM THE SUBMISSION OF FINGERPRINTS. **FINGERPRINT PROCESSING GENERALLY TAKES AT LEAST 3 WEEKS SO PLEASE PLAN ACCORDINGLY.**

The Board **WILL NOT** review an application until ALL documentation has been received. Again, this includes the fingerprint report.

Check the type of licensure for which you are applying. Submit fees with the application either in the form of: Check, Cash, Certified Check, or Money Order for the **TOTAL** amount due. Payment methods other than cash should be made out to the Arizona Board of Occupational Therapy. All Fees are NON-REFUNDABLE.

A LIMITED PERMIT may be issued to a non-licensed person who is waiting to take the NBCOT examination. Limited Permittees may practice Occupational Therapy only under the DIRECT supervision of a licensed Occupational Therapist. The Occupational Therapist must be on the premises at all times while the limited permittee is providing Occupational Therapy services.

SUMMARY OF DOCUMENTS REQUIRED

OCCUPATIONAL THERAPIST		OCCUPATIONAL THERAPY ASSISTANT		LIMITED PERMIT	
	Completed application, signed and notarized		Completed application, signed and notarized		Completed application, signed and notarized
	NBCOT Verification – must be sent directly from the office of NBCOT		NBCOT Verification – must be sent directly from the office of NBCOT		Letter of completion from your college/university.
	Two (2) Professional recommendation forms with original signatures.		Two (2) Professional recommendation forms with original signatures.		Two (2) Professional recommendation forms with original signatures.
	Payment for application to include fingerprinting fee.		Payment for application to include fingerprinting fee.		Payment for application to include fingerprinting fee.
	Completed fingerprint card. The Board will not review an application until the fingerprint report is received back from the AZ Department of Public Safety (DPS) – This can take up to 3 weeks or more before received.		Completed fingerprint card. The Board will not review an application until the fingerprint report is received back from the AZ Department of Public Safety (DPS) – This can take up to 3 weeks or more before received.		Completed fingerprint card. The Board will not review an application until the fingerprint report is received back from the AZ Department of Public Safety (DPS) – This can take up to 3 weeks or more before received.
					Direct Supervision Agreement Form completely filled out and signed.
	Statement of Citizenship and Alien Status – Requires both the signed and completed form along with a copy of the document(s) being used to verify employment eligibility.		Statement of Citizenship and Alien Status – Requires both the signed and completed form along with a copy of the document(s) being used to verify employment eligibility.		Statement of Citizenship and Alien Status – Requires both the signed and completed form along with a copy of the document(s) being used to verify employment eligibility.

NOTE

Fingerprint cards can be obtained by calling the Board Office

Fingerprinting will be done at the Board Office by Appointment Only. Please call (602) 589-8352 to arrange.

NO FAXED DOCUMENTS WILL BE ACCEPTED!